横須賀基地空席広報			広報番号: Announcement No.	RFD-005-07
VACANCY ANNOUNCEMENT			募集締切日: Closing Date	7 Feb 07
7720727 (0 2 722 12 (0)			発行日: Date of Issue	25 Jan 07
1.職種名 Job title (等級 Grade <u>5</u> /語学等 Administrative Specialist #10 Acceptable trainee level: ☑ 事務系 □ 技能系 □ 保安系 Administrative Blue Collar Trade Security	医療系	募集人数 No. of Recruitment 1 名	4.募集範囲 Area of Cons ☑ 現 MLC/IHA 従業員 Current MLC/IHA Employee ☑ 現 MLC/IHA 従業員 Current MLC/IHA Employee ☑ 現 MLC/IHA 従業員 Current MLC/IHA 提業員	(部隊内) within Activity (通勤圏内) in commuting distance 全在日米軍)
2.部隊 Activity CNFJ Regional Fire Department			□ 外部 Off Base Applicant 5.雇用の種類 Type of Employment	
勤務場所 Working Place: Yokosuka 3.勤務時間 Work Schedule (週 40 時間制 hrww) 勤務日 Work Days: Monday thru Friday 勤務時間・休憩 Work Hours/Recess Period: 0700-1545/1100-1145 □ 夜勤 Night Shift ※ 残業 Overtime ※出張 Business Travel			S.雇用の種類 Type of B MLC IHA 常用 Permanent 限定 Limited Term (□НРТ
See attached task list 7.資格要件/身体条件 Qualification/Physical Requirements				
a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such specialized experience, completion of 4-year college /university in a related field may qualify him/her at 1-5 level. b. Knowledge of Regional Fire Department organization/mission requirements to support fire/emergency/rescue programs and operations from administrative aspect. c. Skill in applying basic data gathering methods and basic management principles to evaluate management plan, programs, personnel administration, position management, budget, office procedure and office services. d. Ability to oversee daily administrative work in Yokosuka/Atsugi Admin Office. e. Ability to prepare various recurring reports by using Micro Soft Office following prescribed reporting standard or regulation. f. Ability to provide advice and training to the District Chiefs and Staff Supervisors for overall payroll and travel related issues, matters including leave administration, timekeeping procedures, work schedule based on MLC, Japanese Labor Law, and any other related instructions. h. Ability to speak, read and write English at advanced proficiency level (LAD-3). *Handicapped applicants may be accepted, depending on the degree and kind of disability. 英語力 English Language Proficiency: □必要なしNone □初級 Basic □中級 Intermediate □上級 Advanced □特段の能力				
Exceptional 学歴 Educational Background: N/A 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8				
8.提出するもの Application and Associated Documents				職務状況 Working Condition
* ② 空席応募用紙 Application for Vacancy An * ② 専門職務経歴書 Resume of Specialized W * の記入は Complete * in □ 日本語で Japan	ork Experience	□どちら	でも Either	

□ 運転免許証の写し Copy of Driver's License □ 修了証/証明書の写し Copy of Certificate

applicant, copy of Alien Registration and Passport/Visa Copy

英語の能力を証明するものの写し Certificate of English Proficiency (Copy)

図 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.) 図 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen

9. 応募書類提出先 Office to Submit

内部(現 MLC/IHA 従業員)と外部(非従業員)では、提出先が違います。上記必要提出物をお間違えの無い様、 郵送/提出して下さい。 募集締切日必着。 (HRO 日本人雇用課ゲート事務所カウンター下の応募用紙提出箱へは午前 0600時より、深夜0100時まで提出可能です。) Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement. (Application Drop Box under the HRO Gate Office counter is accessible from 0600 to 0100 at night.):

(注意) 上記項目 4 番の"募集範囲"が現 MLC/IHA 従業員のみの場合、外部(非従業員)からの応募書類は無効と なりますのでご注意下さい。 When item #4, "Area or Consideration" above shows "Current MLC/IHA employees" only, Off Base applicants will be rated ineligible.

1. 内部(現 MLC/IHA 従業員)提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町1番地,Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地日本人雇用課 (N132)

COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka

内線/Extension 243-8152 JN Employment Division (N132)

2. 外部(非従業員)提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通 1-6 村瀬ビル4階 (独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

₹238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA Management Section

電話番号 Phone 046-828-6959

管理第一係

受付時間:月曜—金曜、0830-1730 (日本の祭日を除く) Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) *雇用条件等のご質問はこちらにお問い合わせ下さい。Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当者 Activity POC: Kiyomi Nakazawa

軍電 (DSN) 243-6182

PD No.: CNFJ-N01FAY-002

PD is accurate and current. Certified by Activity: kn

HRO: kw 1/23 yk

1/23

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered. 提出された応募書類はお返ししません Submitted applications will not be returned.

Rev: 10-31-06

GENERAL: Works under the direct supervision of the General Manager to perform various type of administrative and management support functions in the Regional Administrative Division of the Regional Fire Department, Commander U.S. Naval Forces, Japan, which has over 500 MLC and 9 USCS employees in various locations.

1. Management Analysis/Advice and Administrative Support: Pertains to management planning, program analysis, personnel administration, position and personnel management, labor issue, budgeting, office procedure, and office services. Review and study organization structure, PDs, manpower utilization, workload distribution, administrative procedures, Master Labor Contract and related instructions/guidance. Provide technical advice to the administrative staffs and staff supervisors all administrative/management related issues within the department.

30%

Conducts semiannual staff assistance inspection of all District Headquarters and fire stations concerning functional assignments and responsibilities, work methods and procedures, work reporting and internal organizational alignments to uncover a variety of or potential management problems and inefficiencies. Discusses improvement with Assistant Fire Chiefs (USCS) and/or District Chiefs (MLC) and assists them in implementing changes and/or submits reports to the Fire Chief (USCS) with recommendations/comments as needed.

2. Other Administrative Duties: Is responsible processing of incoming and outgoing correspondence (MLC and USCS personnel action requests, time and attendance reports, reports, messages, mail, directives, action required correspondence, and etc.) in timely manner. Prepares and/or compiles various recurring reports such as DOD Fire Incident Reports (DD Form 2324), DOD Summary No Loss Fire Emergencies (DD Form 2324-1), Command History Reports, etc. as required by COMFLEACTINST 5213.4H. Is responsible to review and update Fire Department Standard Operating Procedures (SOP) handbook as necessary.

15%

3. Data Analysis/Database Establishment and Maintenance/Record Maintenance. Independently, study and perform data collection and analysis regarding record maintenance of the organization/positions/employees, manpower requirement, recruitment, personnel actions, timekeeping, leave administration, physical security information, periodic medical examination, various kinds of reports, office filing system, and etc. for the entire department. Perform database programming and establish automated document creating, processing, and record maintenance system and improve those systems to support the Regional Fire Department administrative/managerial functions.

35%

4. Payroll and Leave Administration: Provides advice and training to the District Chiefs and Staff Supervisors for overall pay roll and travel related issues and matters including leave administration, timekeeping procedure, work schedule based on MLC, Japanese Labor Law, and any other related instructions. Provides recommendations on improvement of administrative and payroll-related procedures within the department. Establishes and implements internal procedures as above.

5%

5. Acting Administrative Officer: Act as an Administrative Officer whenever he/she is not on duty.

10%

6. Performs other related or incidental duties as assigned.

5%